



County of Los Angeles CHIEF EXECUTIVE OFFICE

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WILLIAM T FUJIOKA
Chief Executive Officer

Board of Supervisors
GLORIA MOLINA
First District

MARK RIDLEY-THOMAS
Second District


ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

July 2, 2014

To: Supervisor Don Knabe, Chairman
Supervisor Gloria Molina
Supervisor Mark Ridley-Thomas
Supervisor Zev Yaroslavsky
Supervisor Michael D. Antonovich

From: William T Fujioka
Chief Executive Officer 

QUARTERLY UPDATE ON THE IMPROVEMENTS TO THE COUNTY CONTRACTING PROCESS

The Chief Executive Office (CEO) is continuing on a countywide project to develop a Countywide Contract Management System (CCMS). This memo briefly summarizes efforts that occurred on the project during the second quarter of 2014.

Project Scope

The CEO, County Counsel, Auditor-Controller (A-C), Internal Services Department (ISD), and other County departments have been working on the development and implementation of the CCMS project. The scope and overall design of CCMS has been focused in the below areas:

1. Contract solicitation and award document creation, workflow and maintenance (Case Management System [CMS]);
2. Standardizing the County's standard terms and conditions; and
3. Creation of a contract document repository (Contract Library System (CLS))

Project Status

The implementation of the Countywide Contract Management System (CCMS) continued to make progress this reporting period and has begun implementing solicitations in full production in a few targeted areas.

- The Contract Library System and the Contract Management System modules are now in production and available to begin implementing standard content and managing solicitations.

- A-C and ISD are assisting department contract staff in designing how the CCMS can be incorporated into their departmental business practices.
- County Counsel has established a "Contract Practices Group" to work with A-C and ISD to establish the procedures for use of CCMS and begin establishing standard content in the CLS for departments to use in developing their solicitations.

Application / Technical Status

- The integration of the CMS module to eCAPS Vendor Self-service was placed in production in June, 2014.
- The integration between the CLS and CMS for transfer of CLS documents directly into CMS requires additional infrastructure work by ISD. This is targeted to be completed by September, 2014. In the interim, documents can be transferred manually.
- As the applications are used in production, additional refinements and improvements will be identified to assist users. Also, the workflow process will be confirmed as both County Counsel and departments begin using the application.

Implementation Status

- A-C and ISD conducted a presentation of CCMS June 26th to CEO Management and County Counsel to demonstrate the application capabilities and discuss implementation approaches.
- Two active solicitations are in CCMS:
 - ISD - Elevator / Escalator Maintenance Service (RFSQ) - Executed contract
 - Parks & Recreation (Parks) - RFP for Castaic Landscaping Services
- A-C and ISD will assist Parks in adding the contract process to their solicitation in CCMS.
- ISD will focus on assisting departments to include Proposition A solicitations in CCMS.
- The Project Team will work with Community & Senior Services (CSS) to begin bringing their solicitations from their Oracle application to CCMS.
- A-C, ISD and County Counsel will begin establishing standard content in CLS.

Next Steps

The project team will continue to add contracts and solicitations to the pilot and to build the contract template library for the countywide roll out of the system. Some of the activities scheduled are:

Each Supervisor
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- A-C and ISD will assist Parks in adding the contract process to their solicitation in CCMS.
- ISD will focus on assisting departments to include Proposition A solicitations in CCMS.
- The Project Team will work with Community & Senior Services (CSS) to begin bringing their solicitations from their Oracle application to CCMS.
- A-C, ISD and County Counsel will begin establishing standard content in CLS.

The next quarterly status update on this project will be provided in October, 2014. If you have any questions or need additional information, please contact Scott Wiles of my staff at (213) 893-1246.

WTF:SHK:SAW:ef

Attachment

c: Executive Office, Board of Supervisors
 County Counsel
 Auditor-Controller
 Community and Senior Services
 Health Services
 Internal Services
 Parks and Recreation

Countywide Contract Management System (CCMS)

CONTRACT SOLICITATION AND AWARD DOCUMENT CREATION, WORKFLOW AND MAINTENANCE (CASE MANAGEMENT SYSTEM (CMS))

Parks & Recreation (Castaic Lake Recreation Area Park Maintenance RFP)

TASK	START	END	FY 13-14 Q3				FY 13-14 Q4			
Parks identified solicitation for pilot	01/16/14	04/08/14								
Parks provided sample solicitation for review	02/01/14	02/13/14								
Parks sample contract compared to County models	02/14/14	03/04/14								
ISD and Parks discussed standardization of Parks solicitation	03/06/14	03/06/14								
Parks developed new template consistent with County model solicitation	03/10/14	04/11/14								
ISD and Parks identified next steps (classification of provisions, project plan)	04/10/14	04/10/14								
Developed folder structure and content in CLS	04/21/14	05/30/14								
Provided training to Parks staff on CLS/CMS	05/20/14	06/05/14								
Parks developed department template in CLS/CMS	06/02/14	06/19/14								
RFP approved by department and County Counsel	05/22/14	06/12/14								
Created Case in CMS - Case No. PK 53585	06/18/14	06/19/14								
Solicitation released	06/23/14	06/23/14								

Elevator/Escalator Case Management System (CMS)

TASKS	PROGRESS
Created case for ISD's Elevator/Escalator solicitation	100% COMPLETED
Uploaded RFSQ, project timetable and vendor list	
Defined the applicable work team and assigned roles for the process	
Tested calendar functionality to manage milestone dates	
Completed the vendor table	
Uploaded 2 vendor SOQ's	
Uploaded adopted Board letter & MA's	

CREATION OF A CONTRACT DOCUMENT REPOSITORY

Contract Library System (CLS)

TASKS	PROGRESS
RFP model (solicitation, sample contract, SOW, exhibits) formatted into 203 word files to meet the criteria for CLS	80% COMPLETED
Each word file identified by given a long and short name	
Word files were submitted to ISD's IT section to be uploaded to CLS	
IFB and RFSQ solicitation documents formatted for uploading to CLS	
Word files to be uploaded to CLS	20% PENDING

STANDARDIZING THE COUNTY'S STANDARD TERMS AND CONDITIONS

Current Prop A Contracts

CONTRACTS

218

DEPARTMENTS

17

FY 13-14

Q3

PILOT

project development and implementation team

- ISD
- Auditor-Controller
- County Counsel
- Community and Senior Services

Q4

- Parks and Recreation conducted pilot Prop A solicitation
- Proposition A solicitation released in June 2014

FY 14-15

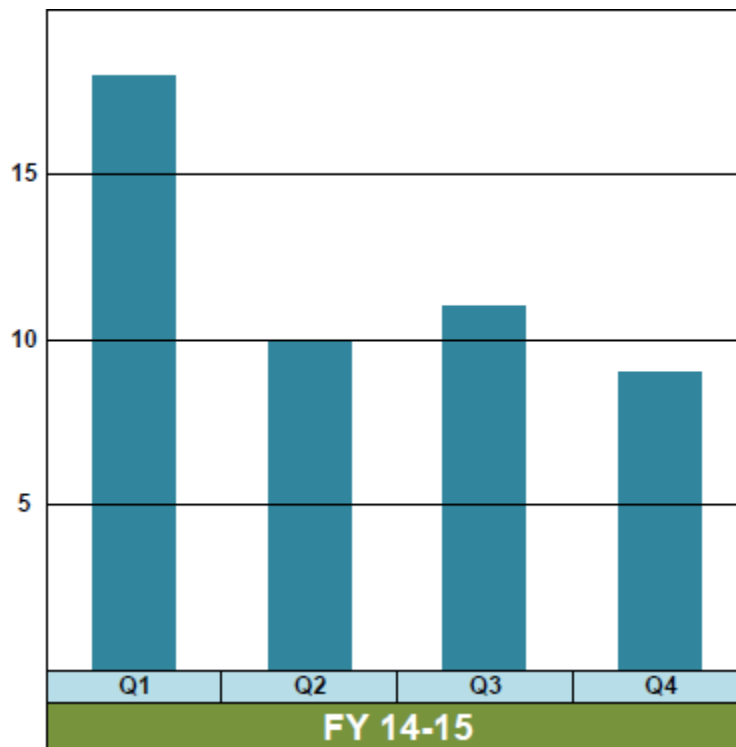
Remaining Departments

with Prop A contracts to be released in FY14-15

Solicitation of Departmental Proposition A Contracts

AS REPORTED BY DEPARTMENTS

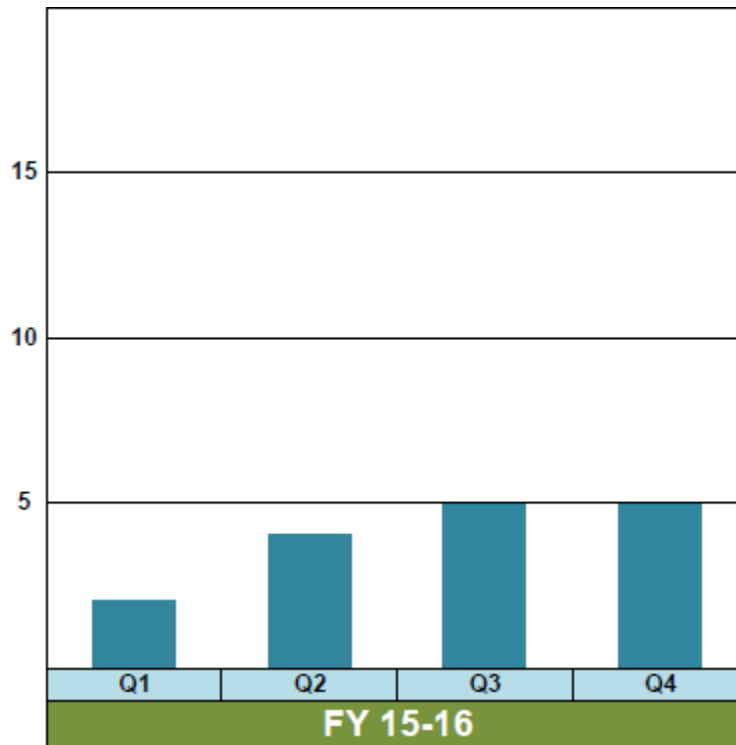
	FY 14-15			
	Q1	Q2	Q3	Q4
Arts Commission				
Beaches and Harbors				
Chief Executive Office	2			
Child Support Services				
Children and Family Services	1			
Coroner				
Fire Department				1
Health Services				
Internal Services				
Parks and Recreation	1		2	1
Probation				
Public Health				1
Public Library	2	2		
Public Social Services				1
Public Works	11	7	9	5
Sheriff	1			
Treasury and Tax Collector		1		
Total	18	10	11	9



Solicitation of Departmental Proposition A Contracts

AS REPORTED BY DEPARTMENTS

	FY 15-16			
	Q1	Q2	Q3	Q4
Arts Commission		1		
Beaches and Harbors			1	
Chief Executive Office				
Child Support Services				
Children and Family Services				
Coroner				
Fire Department				
Health Services				
Internal Services		1	1	
Parks and Recreation		2		
Probation				1
Public Health				
Public Library	1			
Public Social Services				
Public Works	1		3	4
Sheriff				
Treasury and Tax Collector				
Total	2	4	5	5



Training

2½ DAY CONTRACTS TRAINING

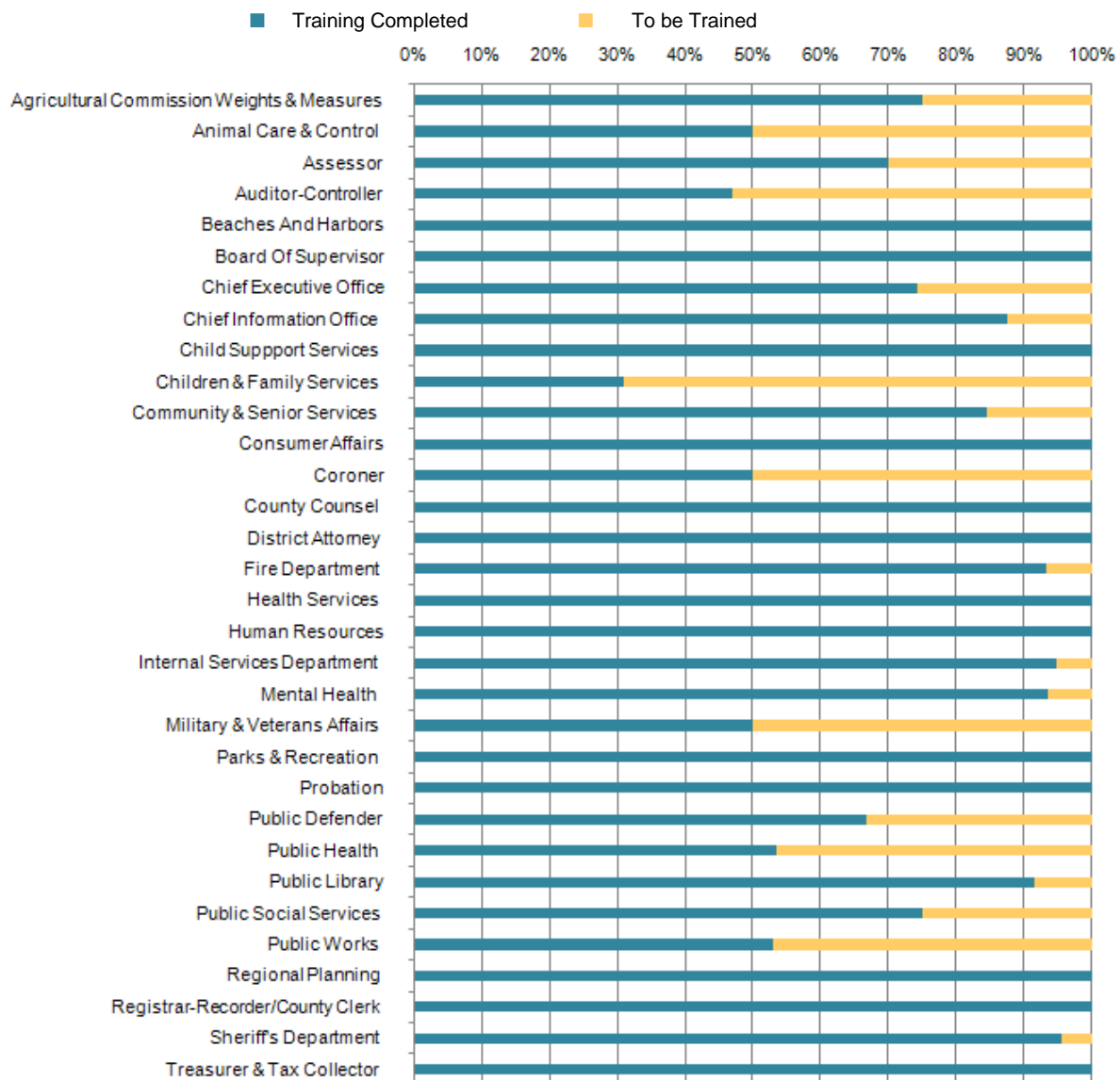
Training Progress

COUNTYWIDE

68%

completed

DEPARTMENT



Training

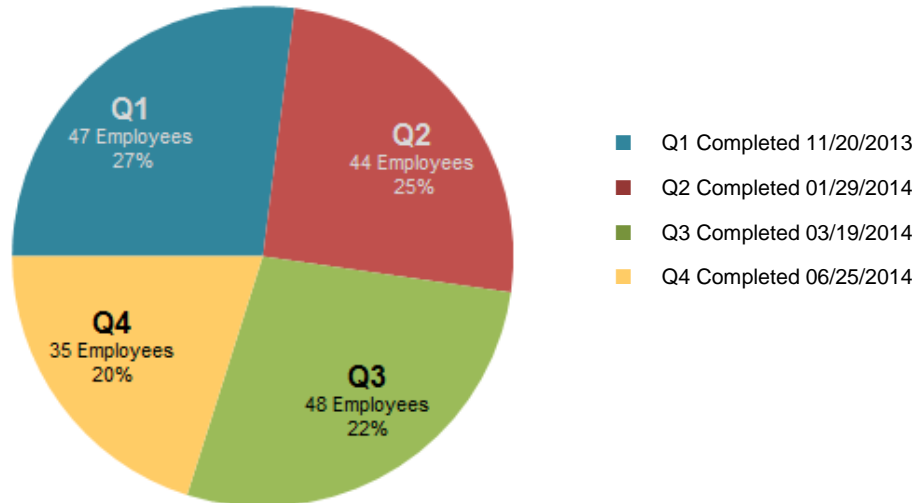
RFSQ TRAINING

Training Progress

FY 13-14 GOAL

200

employees



Improvement after Training

COUNTYWIDE

46%

improvement

DEPARTMENT

